



Department of Conservation & Recreation

CONSERVING VIRGINIA'S NATURAL AND RECREATIONAL RESOURCES

Inspection / Enforcement Documentation Checklist

Local Program:

Review Date:

Project Name:

File Number:

Enforcement Actions Pursued (check all that apply):

- ☐ Notice to Comply ☐ Civil Charge/Admin. Fine ☐ Stop Work Order ☐ Revoked Performance Guarantee
☐ Civil Penalty ☐ Criminal Penalty ☐ Other: _____ ☐ Permit Revocation ☐ None

| Yes | No | Item |
|-----|----|---|
| | | Inspection documentation indicates that an inspection was conducted during or immediately following initial installation of erosion & sediment controls. |
| | | Inspection documentation indicates that the average inspection frequency is: <input type="checkbox"/> At least once every two weeks <input type="checkbox"/> At least once every three weeks <input type="checkbox"/> At least once every four weeks <input type="checkbox"/> Greater than once every four weeks <input type="checkbox"/> Inspections are conducted according to a VA SWCB approved Alternative Inspection Program <input type="checkbox"/> Inspections are not conducted according to a VA SWCB approved Alternative Inspection Program. |
| | | Inspection documentation indicates that an inspection was conducted upon project completion and prior to release of any performance bond. |
| | | Inspection documentation includes: <input type="checkbox"/> Project name <input type="checkbox"/> Date of inspection <input type="checkbox"/> Any violations, changes or maintenance required, or a statement indicating that the site is in compliance <input type="checkbox"/> Notes regarding verbal or written communication with responsible party <input type="checkbox"/> Deadline for correcting any violations (i.e. date or number of days). |
| | | Documentation indicates that enforcement was pursued when needed and in accordance with VESCL requirements <input type="checkbox"/> Inspection documentation indicates that the inspection process adequately resolved issues of non-compliance. |
| | | Enforcement documentation includes: <input type="checkbox"/> Type of enforcement action (e.g. notice to comply, stop work order, etc.) <input type="checkbox"/> Date of issuance <input type="checkbox"/> Project name or ID # <input type="checkbox"/> Specific corrections to be made <input type="checkbox"/> Deadline for correcting violations (i.e. date or number of days). <input type="checkbox"/> Not applicable- no enforcement documentation was found. |
| | | A notice to comply or other initial enforcement action was issued when inspection reports were unsuccessful in correcting a violation (i.e. inspection/complaint documentation indicates a recurring violation). <input type="checkbox"/> Unknown- little or no inspection documentation was found. |
| | | Enforcement documentation indicates that local program pursued enforcement action at increasingly greater levels of severity until violations were resolved. <input type="checkbox"/> Unknown- little or no inspection documentation was found. |

COMMENTS: (Use back if additional space is needed)